



## ABSTRACT SUBMISSION RULES & GUIDELINES IOF WCO-ECCEO10, Florence, Italy, May 5-8, 2010

Abstract submissions are invited for the IOF WCO-ECCEO10 scientific programme. Abstracts will be published in a supplement of *Osteoporosis International*.

**Deadline: February 4, 2010 23:59 (GMT+1)**

- All abstracts must be submitted using the IOF WCO-ECCEO10 Online Abstract Submission System accessible via <http://www.iofwco-ecceo10.org>. Submission by fax, e-mail or courier will not be accepted.
- While delegates may indicate their preference for oral or poster presentation, the final decision is taken by the Scientific Programme Committee. While every attempt will be made to program abstracts according to the requests of authors, oral presentations cannot be guaranteed.
- All submitted abstract must contain original data in order for it to be published.
- IOF/ESCEO is not responsible for errors in the abstract submission. Read your text to ensure accuracy with no spelling, grammatical or scientific errors. No corrections will be accepted after the abstract submission deadline.

### Commitment:

- Submission of an abstract constitutes a formal commitment by the presenting author to attend the Congress and present the abstract (if accepted) orally or as a poster in the session and at the time assigned by the Scientific Programme Committee.
- Expenses associated with the preparation, submission and presentation of an abstract are the responsibility of the presenting authors.
- All submitting authors must consent to the Declaration Statement on behalf of her/his co-authors in order for the abstract to be accepted for submission. This includes the certification that any work with human or animal subjects related in this abstract complies with the guiding principles for experimental procedures as set forth in the Declaration of Helsinki and related publications.
- All submitting authors acknowledge the established IOF Web Privacy Policy in order to protect personal information: <http://www.iofwco-ecceo10.org/site-agreement.html>

**Organisation and Content: Please read this information carefully**

### A) Regulations

- Abstracts must be submitted in English and presented in that language.
- For standardisation, the total length of the abstract must not exceed 2'500 printable characters (these include non-visible characters such as spaces) and 50 line counts.
- The body of the abstract will be structured as follows with the following subtitles:
  - Aim
  - Methods
  - Results
  - Conclusions
  - References (if applicable)
  - Acknowledgment (if applicable)
- Figures may be included with the following criteria:
  - Max image width: 500 pixels (approx. 8 cm)
  - Max image height: 500 pixels (approx. 10 cm)
  - Max file size: 500 kb
  - Allowed file types: gif, jpg
- Commercial (trade) names of drugs are not allowed – the generic or chemical names must be used.

## B) Guidelines

- Please be advised that the insertion of tables and images may significantly reduce the number of remaining characters, because these will be included in the characters and lines count. It is recommended to only use one Figure or Table to allow for enough abstract text.
- The abstract **Title** should clearly define the content of the paper.
- It is preferable that the **Aim** is stated in one sentence, the **Methods** kept to a brief description, that the **Results** are summarised and presented in sufficient detail to support the **Conclusions**. Note that it is not recommended to postulate that “*the results will be discussed during the oral presentation*” or that “*other data will be presented later*”.
- Tables and figures will be published in colour when applicable with a printed width of approximately 8 cm. A table or figure should be large enough so that it is readable when printed in the abstract book.
- Please refer to the online abstract submission platform for further details regarding abstract content and style, including submission of Greek characters, tables and figures. Note that copy-pasting is enabled with automatic update of the font style.
- Use standard abbreviations where appropriate. Include any other abbreviations in brackets after the full word the first time it appears.
- Number and list **references** (if applicable) in the order in which they appear in the abstract, within the 2'500 characters limit.
- All **acknowledgements** to grants, funding source or other co-workers will appear at the bottom of the abstract and shall be included in the 2'500 characters limit.

### Disclosure of Conflict of Interest:

All submitting authors must disclose, on behalf of all other authors of the abstracts, any conflicts of interest during the online abstract submission or have their work refused at the discretion of the organising committee. All disclosures will be published in the Congress Programme and Abstract book.

When you submit your abstract online, you will be asked to indicate if the authors now or in the past 24 months have had a significant financial interest or other relationship with commercial companies or other entities whose products or services you may discuss in your presentation, or who are supporting this activity. For any of the following relationship categories that apply to each author, you will be asked to indicate the relationship and name the commercial entities involved:

- grant/research support
- consultant/speaker's bureau/advisory activities
- board membership
- company employee
- stock ownership or royalties
- patent licensing
- other

We request all presenters to cooperate by declaring any potential conflict of interest on their slides or posters.

### Editing and Withdrawal:

All abstracts may be edited or withdrawn by going through the Online Abstract Submission system prior to February 4, 2010. However, abstracts may not be withdrawn after February 4, 2010, unless an acceptable explanation is received in writing by the organisers. An example of an acceptable explanation would be the inability to reproduce the data described in the abstract.

### Abstract Receipt Confirmation:

The final step of the online submission process generates a confirmation email that your abstract has been received, which you should print for your personal record. The confirmation email represents the successful submission of an abstract for the review process.

### Abstract Reviewing:

All abstracts will be subjected to a single blind review process by a panel of international experts in the field. Mean scores will be calculated for each abstract and based on this they will be allocated to oral or poster presentations, or they may be rejected. Each abstract will be scored based on the following criteria: scientific merit, suitable sample size, proper statistical analysis, adherence to instructions and originality of the work.

**Abstract Assignment Notification:**

Presenting authors will be notified by e-mail from February 26, 2010 if their abstract has been accepted. Date, time and type of their presentation will be confirmed. It is the responsibility of the presenting author to notify the other co-authors of the outcome decision. IOF/ESCEO and the Scientific Programme Committee do not correspond on the reasons of acceptance/rejection of an abstract. Instructions for oral presentation and poster preparation will be e-mailed in due course to the presenting authors by the IOF WCO-ECCEO10 Congress Secretariat.

**Abstract Embargo:**

A publication and media embargo is in force for each abstract to be presented at the IOF WCO-ECCEO10 Congress and will be lifted one hour after the abstract has been presented. If study results are reported prior to the embargo date, the abstract is subject to penalties, including removal from the Congress programme. This embargo policy covers all abstracts accepted as part of the IOF WCO-ECCEO10 Congress, regardless of whether information is obtained from another source.